



वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Ltd.
(A Govt. of India Undertaking)

OFFICE OF THE
CHAIRMAN-CUM-MANAGING
DIRECTOR

Phone Off. : 2510315/2510440

FAX : 0712-2510500

E-mail : wclcmd@nagpur.dol.net.in

पंजी. कार्या. कोल इस्टेट, सिविल लाइन्स, नागपुर - 440001

Regd. Off. : Coal Estate, Civil Lines, Nagpur - 440 001.

No. WCL/CMD/VIG/SNM/08/1044

Dated : 13.8.2008

CIRCULAR

In the course verification of a case of irregularities in recording attendance of employees posted at GM Office in an Area of WCL, Vigilance Department observed as under :-

1. That immediately after expiry of the time permitted by the management for marking daily attendance of the employees, no daily total of attendance has been indicated at the bottom of the attendance register nor the concerned official has signed over the same to certify its authenticity.
2. That immediately after completion of the work of recording attendance, no Abstract of the same is being sent to Computer Section for preparation of salary and wages of the employees. It is being sent at the end of the month.

The above procedure gives scope for making irregularities in recording attendance of the employees.

It is, therefore, advised for future compliance for all concerned as under:-

- (a) Immediately after the expiry of the time permitted by the management for recording daily attendance, at the bottom of the Attendance Register daily total of attendance indicating therein the actual attendance, leave, official tour/ training, absent etc. should be indicated and the same should be signed by the concerned authority as a token of correctness of the attendance particulars so recorded.
- (b) An abstract of the attendance particulars mentioned in (a) above duly signed by the concerned authority should immediately be sent to Computer Section after the work of recording daily attendance is over.

Any violation of above shall be viewed seriously as misconduct and may attract Disciplinary Action.


(D.C. GARG)

CHAIRMAN-CUM-MANAGING DIRECTOR

Distribution :-